
.BOROUGH OF WASHINGTON, WARREN COUNTY, NEW JERSEY WASHINGTON

BOROUGH COUNCIL MINUTES-March 17, 2020

The regular meeting of the Borough Council of Washington, Warren County, New Jersey was held in the Council Chambers at Borough Hall at 7:00 P.M.

Due to the Corona Virus, the building was closed to the public. The meeting was live streamed via Facebook.

Roll Call: Conry, Cox, Noone, Norris, Valle and Higgins.

Also Present: Matthew Hall, Manager
Laurie A. Barton, Borough Clerk-via teleconference
Leslie Parikh, Attorney-via teleconference

Absent: Duchemin

Mayor Higgins led everyone in the flag salute.

Mayor Higgins read the following statement into record:

“The requirements of the Open Public Meetings Law, 1975, Chapter 231, have been satisfied in that adequate notice of this meeting has been published in the Star Gazette and posted on the bulletin board of Borough Hall stating the time, place and purpose of the meeting as required by law.”

PROCLAMATION

Mayor Higgins read the following proclamation:

PROCLAMATION OF STATE OF EMERGENCY
TO ALL CITIZENS AND PERSONS WITHIN THE BOROUGH OF
WASHINGTON AND TO ALL DEPARTMENTS, DIVISIONS AND BUREAUS
OF THE MUNICIPAL GOVERNMENT OF THE BOROUGH OF
WASHINGTON:

WHEREAS, pursuant to the powers vested in me by (Chapter 251 of the laws of 1942, as amended and supplemented, N.J.S.A. App. A:9-30 et. seq.; N.J.S.A. 40:48-1 (6), and ordinances enacted pursuant thereto; N.J.S.A. 2C:33-1 et. seq.;-- whichever law or laws apply), **Executive Order 103** and by ordinances adopted by the Borough of Washington I have declared that a **STATE OF EMERGENCY** exists within the Borough of Washington; and

WHEREAS, the aforesaid laws authorize the promulgation of such orders, rules, and regulations as are necessary to meet the various problems which have or may be presented by such an emergency; and

WHEREAS, by reason of the rapidly evolving outbreak of the novel coronavirus, COVID-19, the need for government operations to address staffing capabilities to ensure essential operational needs are met in order to mitigate factors which may further adversely affect the health, safety, and welfare of the people of the Borough of Washington and exacerbate and worsen existing conditions; and

WHEREAS, it has been determined that these areas of the Borough of Washington should be declared disaster areas, and further that certain measures must be taken to ensure that the authorities will be unhampered in their efforts to maintain law and order as well as an orderly flow of traffic and further in order to protect the persons and property of the residents affected by the conditions and finally that governmental operations including but not limited to the conduct of public meetings shall be substantially altered; and

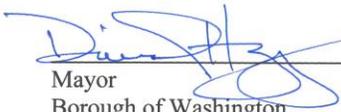
WHEREAS, all lands within the boundaries of the Borough of Washington are hereby designated as disaster areas;

NOW, THEREFORE, IN ACCORDANCE WITH the aforesaid laws, we do hereby promulgate and declare the following regulations attached hereto and made a part hereof shall be in addition to all other laws of the State of New Jersey and the Borough of Washington.



Emergency Management Coordinator
Borough of Washington

3/13/2020
Date



Mayor
Borough of Washington

3/13/20
Date

NEW BUSINESS

Motion made by Noone and seconded by Conry to adopt the following policy with the stipulation this policy is for this event only:

1. New Jersey Civil Service Commission guidelines on leave time and staffing with regard to COVID-19.

Roll Call: Conry, Cox, Noone, Norris, Valle and Higgins.

Ayes: 6, Nays: 0

Motion passes.

Public Comment

Manager Hall monitored public comments and questions through the Facebook live video the following statements/questions were stated:

- Melanie Thiel, BID Executive Director, the BID office will be closed until April 1st. Ms. Thiel is working remotely from home.
- A question received regarding increase of garbage being able to be placed due to everyone being home.
- A question was asked if the Borough is tracking corona virus cases.
- How will bulk stickers be obtained.

Hearing no further public comment, motion to close made by Noone and second by Conry, all were in favor.

MINUTES

Motion made by Noone and seconded by Cox to approve the regular meeting minutes of February 18, 2020 and March 3, 2020.

Roll Call: Conry, Cox, Noone, Norris, Valle and Higgins.

Ayes: 6, Nays: 0

Motion passes.

ORDINANCE 1st Reading

Motion made by Conry and seconded by Noone to approve on first reading Ordinance 2020-06. A public hearing is scheduled for April 21, 2020.

Roll Call: Conry, Cox, Noone, Norris, Valle and Higgins.

Ayes: 6, Nays: 1 (Cox)
Motion passes.

**ORDINANCE 2020-06
CALENDAR YEAR 2020
ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS
AND TO ESTABLISH A CAP BANK
(N.J.S.A. 40A: 4-45.14)**

WHEREAS, the Local Government Cap Law, N.J.S. 40A: 4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget up to 2.5% unless authorized by ordinance to increase it to 3.5% over the previous year’s final appropriations, subject to certain exceptions; and,

WHEREAS, N.J.S.A. 40A: 4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and,

WHEREAS, the Borough Council of the Borough of Washington in the County of Warren finds it advisable and necessary to increase its CY 2020 budget by up to 3.5% over the previous year’s final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and,

WHEREAS, the Borough Council hereby determines that a 3.5 % increase in the budget for said year, amounting to \$ 33,729.23 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and,

WHEREAS the Borough Council hereby determines that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

NOW THEREFORE BE IT ORDAINED, by the Borough Council of the Washington Borough, in the County of Warren, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2020 budget year, the final appropriations of the Borough of Washington shall, in accordance with this ordinance and N.J.S.A. 40A: 4-45.14, be increased by 3.5 %, amounting to \$118,052.30, and that the CY 2020 municipal budget for the Borough of Washington be approved and adopted in accordance with this ordinance; and,

BE IT FURTHER ORDAINED, that any that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.

BUDGET-INTRODUCTION

Motion made by Conry and seconded by Noone to approve the following resolution with a public hearing scheduled for April 21, 2020.

Roll Call: Conry, Cox, Noone, Norris, Valle and Higgins.

Ayes: 6, Nays: 0

Motion passes.

2020 Municipal Budget
of the Borough of Washington, County of Warren for the fiscal year 2020
Revenues and Appropriations Summaries

Summary of Revenues	Anticipated	
	2020	2019
1. Surplus	\$ 600,000.00	\$ 692,562.00
2. Total Miscellaneous Revenues	\$ 2,217,136.57	\$ 1,969,009.86
3. Receipts from Delinquent Taxes	\$ 408,000.00	\$ 450,000.00
4. a) Local Tax for Municipal Purposes	\$ 5,413,291.89	\$ 5,413,680.92
b) Addition to Local District School Tax		
c) Minimum Library Tax	\$ 148,383.92	\$ 151,036.89
Total Amount to be Raised for Support of Municipal Budget	\$ 5,561,675.81	\$ 5,564,717.81
Total General Revenues	\$ 8,786,812.38	\$ 8,676,289.67

Summary of Appropriations	2020 Budget	Final 2019 Budget
1. Operating Expenses: Salaries and Wages	\$ 1,399,465.89	\$ 1,160,755.86
Other Expenses	\$ 5,148,326.49	\$ 5,183,858.81
2. Deferred Charges & Other Appropriations	\$ 267,600.00	\$ 248,239.00
3. Capital Improvements	\$ 110,000.00	\$ 337,000.00
4. Debt Service (Included for School)	\$ 1,141,462.00	\$ 1,045,062.00
5. Reserve for Uncollected Taxes	\$ 719,958.00	\$ 701,374.00
Total General Appropriations	\$ 8,786,812.38	\$ 8,676,289.67
Total Number of Employees	F/T 15 & P/T 25	F/T 11 & P/T 23

2020 Dedicated Sewer Utility Budget		
Summary of Revenues	2020	2019
1. Surplus	\$ 470,555.00	\$ 319,120.00
2. Rents	\$ 2,250,000.00	\$ 2,250,000.00
3. Miscellaneous Rents		
4. Miscellaneous	\$ 25,000.00	\$ 25,000.00
Total Revenue	\$ 2,745,555.00	\$ 2,594,120.00

Summary of Appropriations	2020	2019
1. Operating Expenses: Salaries and Wages	\$ 185,000.00	\$ 165,000.00
Other Expenses	\$ 1,791,215.00	\$ 1,443,000.00
2. Capital Improvements	\$ 100,000.00	\$ 300,000.00
3. Debt Service	\$ 83,340.00	\$ 103,570.00
4. Deferred Charges & Other Appropriations	\$ 11,000.00	\$ 11,550.00
5. Surplus (General Budget)	\$ 575,000.00	\$ 571,000.00
Total General Revenues	\$ 2,745,555.00	\$ 2,594,120.00

Balance of Outstanding Debt			
	General	Sewer Utility	Utility - Other
Interest	\$ 327,885.94	\$ 17,300.00	
Principal	\$ 4,210,461.33	\$ 257,745.98	
Bond Anticipation Notes	\$ 1,749,500.00		
Bonds Authorized but not Issued	\$ 1,886,200.00	\$ 400,000.00	
Outstanding	\$ 8,174,047.27	\$ 675,045.98	\$ -

Notice is hereby given that the budget and tax resolution was approved by the Mayor and Council of the Borough of Washington, County of Warren, on, March 17 2020.

RESOLUTIONS

Motion made by Valle and seconded by Conry to approve Resolution 2020-49

Roll Call: Conry, Cox, Noone, Norris, Valle and Higgins.

Ayes: 6, Nays: 0

Motion passes.

**RESOLUTION 2020-49
CANCEL SMALL BALANCES FOR MUNICIPAL TAXES
as per N.J.S.A. 40A:5-17.1**

WHEREAS, the State of New Jersey allows a Municipal employee to process the cancellation of any municipal charges including overpayments or delinquencies of \$10.00 and less; and

WHEREAS, the Municipal employee allowed to process the cancellations shall be the Tax Collector.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Washington, in the County of Warren, State of New Jersey hereby authorizes the Tax Collector of the Borough of Washington to process the cancellation of any municipal taxes of \$10.00 or less for prior years and 2020

Motion made by Valle and seconded by Conry to approve the Resolution 2020-50.

Roll Call: Conry, Cox, Noone, Norris, Valle and Higgins.

Ayes: 6, Nays: 0

Motion passes.

**RESOLUTION 2020 50
A RESOLUTION TO VOID AND REPLACE A CHECK**

WHEREAS, check #12130 was written 12/18/19 on the Washington Borough's Operating Account in the amount of \$3,233.23 and made payable to Foley 833 Centennial Avenue, Piscataway, New Jersey 08855 and

WHEREAS, the Treasurer's office was made aware that this check was not received and to correct a prior duplicate payment in the amount of, \$493.46 the replacement check will be reduced accordingly.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Washington, in the County of Warren, State of New Jersey hereby authorizes the Treasurer to void and replace aforementioned check. Replacement check in the amount of \$2,739.77 should be made payable to Foley 833 Centennial Avenue, Piscataway, New Jersey 08855

Motion made by Valle and seconded by Conry to approve the Resolution 2020-51.

Roll Call: Conry, Cox, Noone, Norris, Valle and Higgins.
Ayes: 6, Nays: 0
Motion passes.

RESOLUTION 2020-51

A RESOLUTION TO VOID CHECK

WHEREAS, check #12172 was written 12/31/19 on the Washington Borough's Operating Account in the amount of \$100.00 and made payable to Junk Rx, LLC and

WHEREAS, the Treasurer's office was made aware that this check was voided due to Mr. Kaufman donating his time and service to Washington Borough.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Washington, in the County of Warren, State of New Jersey hereby authorizes the Treasurer to void aforementioned check.

Motion made by Conry and seconded by Valle to approve the Resolution 2020-52.

Roll Call: Conry, Cox, Noone, Norris, Valle and Higgins.
Ayes: 6, Nays: 0
Motion passes.

RESOLUTION 2020-52

A RESOLUTION TO VOID CHECK

WHEREAS, check #11435 was written 2/20/19 on the Washington Borough's Operating Account in the amount of \$10.00 and made payable to Warren County Fire Prevention and

WHEREAS, the Treasurer's office was made aware that this check was voided due to misplacing the check and stating a replacement check was not necessary.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Washington, in the County of Warren, State of New Jersey hereby authorizes the Treasurer to void aforementioned check.

Motion made by Conry and seconded by Valle to approve the Resolutions 2020-53, 54, 55, 56, & 57.

Roll Call: Conry, Cox, Noone, Norris, Valle and Higgins.

Ayes: 6, Nays: 0

Motion passes.

RESOLUTION 2020-53
A RESOLUTION FOR REDEMPTION OF TAX CERTIFICATE
As per N.J.S.A.54:5

KNOW ALL PERSONS BY THESE PRESENTS THAT, WHEREAS, lands in the taxing district of Washington Borough, County of Warren, State of New Jersey, were sold on December 6, 2019 to US Bank Cust Pro Cap 8, 50 S 16th Street, Suite 2050, Philadelphia, PA 19102, in the amount of \$661.64 for taxes or other municipal liens assessed for the year 2018 in the name of Allen, James N & Debbie as supposed owners, and in said assessment and sale were described as 1 Hillcrest Ave. Block 86 Lot 2, which sale was evidenced by Certificate #19-00031; and

WHEREAS, the Collector of Taxes of said taxing district of the Borough of Washington, do certify that on 2-27-20 and before the right to redeem was cut off, as provided by law, PHH Mortgage Services, claiming to have an interest in said lands, did redeem said lands claimed by US Bank Cust Pro Cap 8 by paying the Collector of Taxes of said taxing district of Washington Borough the amount of \$1,396.50 which is the amount necessary to redeem Tax Sale Certificate #19-00031.

NOW THEREFORE BE IT RESOLVED, on this 17th day of March 2020 by the Mayor and Council of the Borough of Washington, County of Warren to authorize the Treasurer to issue a check payable to US Bank Cust Pro Cap 8, 50 S 16th Street, Suite 2050, Philadelphia, PA 19102 in the amount of **\$1,396.50** (This amount consists of \$1,396.50 Certificate Amount redeemed).

BE IT FURTHER RESOLVED, that the Tax Collector is authorized to cancel this lien on Block 86 Lot 2 from the tax office records.

RESOLUTION 2020-54
A RESOLUTION FOR REDEMPTION OF TAX CERTIFICATE
As per N.J.S.A.54:5

KNOW ALL PERSONS BY THESE PRESENTS THAT, WHEREAS, lands in the taxing district of Washington Borough, County of Warren, State of New Jersey, were sold on December 6, 2019 to US Bank Cust Pro Cap 8, 50 S 16th Street, Suite 2050, Philadelphia, PA 19102, in the amount of \$391.38 for taxes or other municipal liens assessed for the year 2018 in the name of Kozelnik, Daniel J & Patricia A as supposed owners, and in said assessment and sale were described as 107-109 N Prospect St., Block 2.01 Lot 4, which sale was evidenced by Certificate #19-00001; and

WHEREAS, the Collector of Taxes of said taxing district of the Borough of Washington, do certify that on 2-27-20 and before the right to redeem was cut off, as provided by law, PHH Mortgage Services, claiming to have an interest in said lands, did redeem said lands claimed by US Bank Cust Pro Cap 8 by paying the Collector of Taxes of said taxing district of Washington Borough the amount of \$1,100.24 which is the amount necessary to redeem Tax Sale Certificate #19-00001.

NOW THEREFORE BE IT RESOLVED, on this 17th day of March 2020 by the Mayor and Council of the Borough of Washington, County of Warren to authorize the Treasurer to issue a check payable to US Bank Cust Pro Cap 8, 50 S 16th Street, Suite 2050, Philadelphia, PA 19102 in the amount of **\$1,100.24** (This amount consists of \$1,100.24 Certificate Amount redeemed).

BE IT FURTHER RESOLVED, that the Tax Collector is authorized to cancel this lien on Block 2.01 Lot 4 from the tax office records.

RESOLUTION 2020-55
A RESOLUTION FOR REDEMPTION OF TAX CERTIFICATE
As per N.J.S.A.54:5

KNOW ALL PERSONS BY THESE PRESENTS THAT, WHEREAS, lands in the taxing district of Washington Borough, County of Warren, State of New Jersey, were sold on December 6, 2019 to Fedigan LLC, 88 Harrison Ave. Freeport, NY 11520, in the amount of \$4,373.33 for taxes or other municipal liens assessed for the year 2018 in the name of Holt, Calvin/Cook, Herbert as supposed owners, and in said assessment and sale were described as 90-90.5 E Church St., Block 27.02 Lot 11, which sale was evidenced by certificate #19-00014 and

WHEREAS, the Collector of Taxes of said taxing district of the Borough of Washington, do certify that on 2-28-20 and before the right to redeem was cut off, as provided by law, Calvin Holt claiming to have an interest in said lands, did redeem said lands claimed by Fedigan LLC by paying the Collector of Taxes of said taxing district of Washington Borough the amount of \$4,663.04 which is the amount necessary to redeem Tax Sale Certificate #19-00014.

NOW THEREFORE BE IT RESOLVED, on this 17th day of March, 2020 by the Mayor and Council of the Borough of Washington, County of Warren to authorize the Treasurer to issue a check payable to Fedigan, LLC, 88 Harrison Ave., Freeport, NY 11520 in the amount of **\$4,663.04** (This consists of \$4,663.04 Certificate Amount redeemed).

BE IT FURTHER RESOLVED, that the Tax Collector is authorized to cancel this lien on Block 27.02 Lot 11 from the tax office records.

RESOLUTION 2020-56
A RESOLUTION FOR REDEMPTION OF TAX CERTIFICATE
As per N.J.S.A.54:5

KNOW ALL PERSONS BY THESE PRESENTS THAT, WHEREAS, lands in the taxing district of Washington Borough, County of Warren, State of New Jersey, were sold on December 6, 2019 to US Bank Cust Pro Cap 8, 50 S 16th Street, Suite 2050, Philadelphia, PA 19102, in the amount of \$1,061.80 for taxes or other municipal liens assessed for the year 2018 in the name of France, Edward S as supposed owner, and in said assessment and sale were described as 11 Vannatta Street, Block 81.01 Lot 4, which sale was evidenced by Certificate #19-00028; and

WHEREAS, the Collector of Taxes of said taxing district of the Borough of Washington, do certify that on 2-27-20 and before the right to redeem was cut off, as provided by law, PHH Mortgage Services, claiming to

have an interest in said lands, did redeem said lands claimed by US Bank Cust Pro Cap 8 by paying the Collector of Taxes of said taxing district of Washington Borough the amount of \$2,457.64 which is the amount necessary to redeem Tax Sale Certificate #19-00028.

NOW THEREFORE BE IT RESOLVED, on this 17th day of March 2020 by the Mayor and Council of the Borough of Washington, County of Warren to authorize the Treasurer to issue a check payable to US Bank Cust Pro Cap 8, 50 S 16th Street, Suite 2050, Philadelphia, PA 19102 in the amount of **\$2,457.64** (This amount consists of \$2,457.64 Certificate Amount redeemed).

BE IT FURTHER RESOLVED, that the Tax Collector is authorized to cancel this lien on Block 81.01 Lot 4 from the tax office records.

RESOLUTION 2020-57
A RESOLUTION FOR REDEMPTION OF TAX CERTIFICATE
As per N.J.S.A.54:5

KNOW ALL PERSONS BY THESE PRESENTS THAT, WHEREAS, lands in the taxing district of Washington Borough, County of Warren, State of New Jersey, were sold on December 6, 2019 to Bala Partners LLC, 17 W. Cliff St., Somerville, NJ 08876, in the amount of \$347.89 for taxes or other municipal liens assessed for the year 2018 in the name of Lauer, David & Marites as supposed owners, and in said assessment and sale were described as 5 Alvin Sloan Avenue, Block 2.09 Lot 30, which sale was evidenced by certificate #19-00005 and

WHEREAS, the Collector of Taxes of said taxing district of the Borough of Washington, do certify that on 2-27-20 and before the right to redeem was cut off, as provided by law, PHH Mortgage Services claiming to have an interest in said lands, did redeem said lands claimed by Bala Partners LLC by paying the Collector of Taxes of said taxing district of Washington Borough the amount of \$1,051.82 which is the amount necessary to redeem Tax Sale Certificate #19-00005.

NOW THEREFORE BE IT RESOLVED, on this 17th day of March, 2020 by the Mayor and Council of the Borough of Washington, County of Warren to authorize the Treasurer to issue a check payable to Bala Partners, LLC, 17 W. Cliff St., Somerville, NJ 08876 in the amount of **\$1,051.82** (This consists of \$1,051.82 Certificate Amount redeemed).

BE IT FURTHER RESOLVED, that the Tax Collector is authorized to cancel this lien on Block 2.09 Lot 30 from the tax office records.

Motion made by Valle and seconded by Conry to approve the Resolution 2020-58.

Roll Call: Conry, Cox, Noone, Norris, Valle and Higgins.
Ayes: 6, Nays: 0
Motion passes.

RESOLUTION 2020-58
A RESOLUTION AUTHORIZING THE RELEASE OF FUNDS FROM THE
STREET OPENING ESCROW FOR ESCROW FUNDS HELD IN TRUST BY THE
BOROUGH OF WASHINGTON FOR PERMIT #2018-38 – AUDREY SCHUPP,
APPLICANT

WHEREAS, Audrey Schupp has requested the return of any remaining inspection fees

and the \$500.00 cash maintenance bond from Street Opening escrow account #7200020864 for Permit #2018-38 established for replacement of a sidewalk at 23 West Stewart Street; and

WHEREAS, Kevin Smith, Municipal Engineer, has reviewed the file and has no objection to the closing of the escrow account for this application and approves the return of these funds.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Washington, in the County of Warren, State of New Jersey that the Municipal Treasurer is hereby authorized to issue a check to Audrey Schupp, 23 West Stewart Street, Washington, NJ 07882 in the amount of \$547.50 to refund the remaining inspection escrow funds in the amount of \$47.50 and the \$500.00 cash maintenance bond in Account #7200020864.

Motion made by Conry and seconded by Valle to approve the Resolution 2020-59.

Roll Call: Conry, Cox, Noone, Norris, Valle and Higgins.

Ayes: 6, Nays: 0

Motion passes.

RESOLUTION 2020-59

A RESOLUTION AUTHORIZING THE RELEASE OF FUNDS FROM THE STREET OPENING ESCROW FOR ESCROW FUNDS HELD IN TRUST BY THE BOROUGH OF WASHINGTON FOR PERMIT #2018-50 – AMY CARSON GROSS, APPLICANT

WHEREAS, Amy Carson Gross has requested the return of any remaining inspection fees from Street Opening escrow account #7200020864 for Permit #2018-50 established for replacement of a sidewalk at 34 West Stewart Street; and

WHEREAS, Kevin Smith, Municipal Engineer, has reviewed the file and has no objection to the closing of the escrow account for this application and approves the return of these funds.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Washington, in the County of Warren, State of New Jersey that the Municipal Treasurer is hereby authorized to issue a check to Audrey Schupp, 23 West Stewart Street, Washington, NJ 07882 in the amount of \$18.75 to refund the remaining inspection escrow funds in Account #7200020864.

Motion made by Conry and seconded by Valle to approve the Resolution 2020-60.

Roll Call: Conry, Cox, Noone, Norris, Valle and Higgins.

Ayes: 6, Nays: 0

Motion passes.

RESOLUTION 2020-60

A RESOLUTION AUTHORIZING THE RELEASE OF FUNDS FROM THE STREET OPENING ESCROW FOR ESCROW FUNDS HELD IN TRUST BY THE

**BOROUGH OF WASHINGTON FOR PERMIT #2017-37 – MARK SQUIER,
APPLICANT**

WHEREAS, Amy Carson Gross has requested the return of any remaining inspection fees from Street Opening escrow account #7200020864 for Permit #2017-37 established for replacement of a sidewalk at 41 N. Wandling Avenue; and

WHEREAS, Kevin Smith, Municipal Engineer, has reviewed the file and has no objection to the closing of the escrow account for this application and approves the return of these funds.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Washington, in the County of Warren, State of New Jersey that the Municipal Treasurer is hereby authorized to issue a check to Mark Squier, 41 N. Wandling Avenue, Washington, NJ 07882 in the amount of \$1,133.75 to refund the remaining inspection escrow funds in the amount of \$133.75 and return the \$1,000.00 cash maintenance bond in Account #7200020864

Motion made by Conry and seconded by Valle to approve the Resolution 2020-61.

Roll Call: Conry, Cox, Noone, Norris, Valle and Higgins.
Ayes: 6, Nays: 0
Motion passes.

**RESOLUTION #2020-61
A RESOLUTION AUTHORIZING THE TRANSFER OF RESERVE APPROPRIATIONS**

WHEREAS, N.J.S.A. 40A: 4-59 provides that all unexpended balances carried forward after the close of the year are available, until lapsed at the close of the succeeding year, to meet specific claims, commitments or contracts incurred during the preceding fiscal year, and allow transfers to be made by not less the 2/3 vote of the full membership of the governing body from unexpended balances which are expected to be sufficient to accounts with insufficient appropriation balances during the first three months of the succeeding year; and

WHEREAS, the Borough Manager and the Chief Financial Officer have determined that excess appropriations do exist in some accounts and there is a need for supplemental appropriations in other accounts.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Washington, in the County of Warren, State of New Jersey that the following appropriation transfers are hereby approved:

<u>Transfer From:</u>	<u>Transfer To:</u>	<u>Amount:</u>
GENERAL ADMINISTRATION Other Expenses	FINANCE Other Expenses	\$2,500.00
GENERAL ADMINISTRATION Other Expenses	TAX ASSESSOR Other Expenses	\$2,200.00
GENERAL ADMINISTRATION	FINANCE	\$10.00

Other Expenses

Salaries and Wages

Motion made by Conry and seconded by Valle to approve the Resolution 2020-62.

Roll Call: Conry, Cox, Noone, Norris, Valle and Higgins.

Ayes: 6, Nays: 0

Motion passes.

RESOLUTION 2020-62

RESOLUTION AUTHORIZING PRE-PAYMENT OF CERTAIN BILLS FOR 2020

BOROUGH OF WASHINGTON WARREN COUNTY, NEW JERSEY

WHEREAS, the Borough of Washington has budgeted funds for payment of obligations including, utilities, payroll, debt service, governmental fees and other statutory payments, insurance, and for the advertising, printing and mailing costs of the Borough; and,

WHEREAS, the payment of these items occasionally arrives out of time for placement on the next available list of bills and claims, thereby inadvertently placing these bills and mailings in arrears because of the schedule of meetings; and

WHEREAS, the Borough of Washington is currently operating under a State of Emergency pursuant to the COVID-19 outbreak; and

WHEREAS, the Borough's Chief Financial Officer, Manager and Borough Attorney have advised that the governing body may provide for the pre-payment of these items, so that they may be paid in a timely manner without penalty.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Washington, Warren County, State of New Jersey that the Chief Financial Officer be and is hereby authorized and directed to make pre-payment of the following items prior to the same appearing on the next meeting's list of bills and claims:

1. Utilities (electric, gas, water, sewer and telephone, cellular telephone, gasoline, diesel fuel, internet providers, etc.).
2. Borough payroll and payroll agencies.
3. Debt service as evidenced by pre-authorized bonds and/or notes.
4. Health, dental and other insurance premiums and/or claims.
5. Governmental fees and other statutory payments (school, county, sewage authority, state and county fees).
6. Bills pertaining to the advertising, printing and mailing costs of the Borough.
7. Third party fees collected through pre-authorized credit/debit card processing.
8. Bills where vendor discounts are granted for timely payment. (Example 2% discount for payments made within 10 days.) Maximum dollar amount allowed is \$20,000.

9. Inter-fund Obligations
10. Purchase of Investments
11. Any and all expenses incurred in furtherance or administration of the Borough's Declaration of a State of Emergency dated 13 March 2020 made a part hereof and attached hereto.

VOUCHERS AND CLAIMS

Motion made by Conry seconded by Valle to pay the vouchers and claims.

ROLL CALL: Conry, Cox, Noone, Norris, Valle, Higgins.

Ayes: 6, Nays: 0
Motion Carried.

RECAP

Manager Hall recapped the following:

- Send an email to employees updating them with regards to the municipal building closed to the public and current situation regarding the COVID-19.
- The Borough was the first in Warren County to close its municipal building to the public in an effort to keep the staff from getting sick. The County Administration followed suit in closing their buildings to the public.
- DPW is working on a split work schedule and working in small groups. They were advised to not engage with the public during this time.
- Bulk stickers will be mailed.
- Stressed the importance for everyone to sign up for the Nixle alerts.
- Ordered 100 N95 face masks and received them and distributed to the EMS and Fire Department.

COUNCIL REMARKS

Mayor Higgins gave the following remarks:

- Announced a new hotline for residents to call to get more information regarding the Corona Virus, the number is 1-800-222-1222.
- He is on daily conference calls along with the Manager from the County Health Department getting updates.
- First case in Warren County reported last night, a resident in Mansfield Township.
- All County facilities will close to the public starting tomorrow.
- A drive through test site will be set up at the Warren Tech School soon.
- Sit down restaurants are closed, only curbside take out is allowed.
- There are currently 297 cases in New Jersey.
- Wished everyone a Happy St. Patty's Day.

ADJOURNMENT

Hearing no further business, a motion was made by Valle seconded by Cox to adjourn the meeting at 8:00 pm.

Ayes: 6; Nays: 0
Motion Carried.

Mayor David Higgins

Laurie A. Barton, Borough Clerk